



FTA Training

Participant Guide

Private Marks Module

Version 4.0
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- Paul Gateley – Registrar of Timber Marks
- Tina Johnston – Deputy Registrar of Timber Marks

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FTA Participant Guide –



Private Marks Module

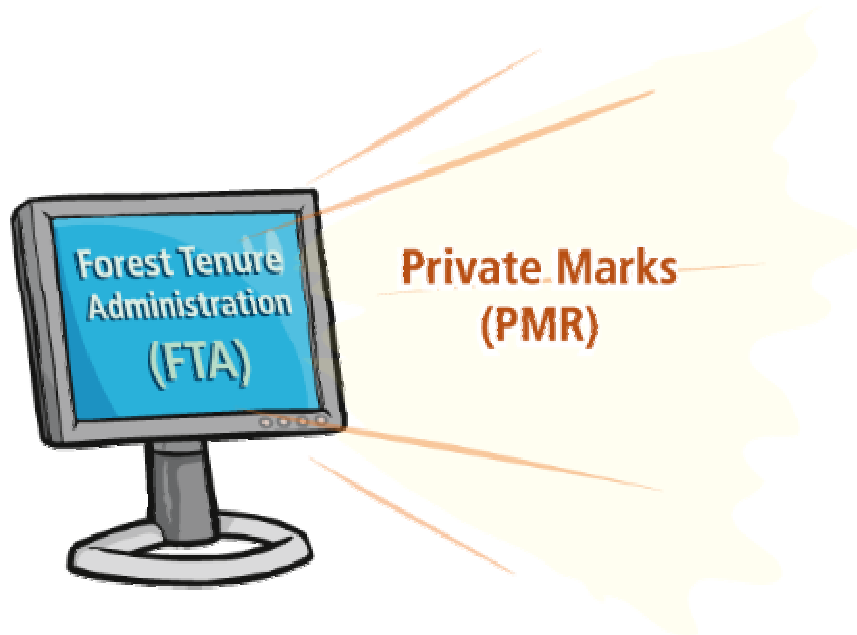
About this Guide

In this topic, you will learn:

- What the purpose of this guide is;
- Who this guide is intended for; and,
- How this guide is structured.

What is the purpose of this guide?

This guide supports the delivery of the Private Marks Training Session. It is meant to be used to assist participants during the online classroom session. Participants may also find this guide to be useful as a future support tool while using the Private Marks (PMR) component of the Forest Tenure Administration System (FTA).



Pre-requisites

It is recommended that you complete the following training prior to using this guide:

- An Orientation to MOF Business Applications (Web-based Tutorial)
- Module 1.1 Overview of FTA/ESF

You may also find it helpful to explore the FTA Website available at:

<http://gwww.for.gov.bc.ca/his/fta/>

On this site, you will find communication about the FTA Application. You may also link to the:

- FTA Application
- The Training Materials

Who is this guide intended for?

The audience for this guide includes both district and headquarters staff that is responsible for entering, processing, and issuing Private Timber Marks in FTA.

This guide has been created to address training needs required for NEW users to FTA – Private Marks functionality. Therefore, experienced users may NOT find it useful.

How is this guide structured?

The guide is comprised of a number of topics explained in the table below. You may read the guide in its entirety or select only those topics of interest to you.

Topics	Learning Objectives	Key Personnel
Understanding The Private Marks Process	In this topic, you will understand: <ul style="list-style-type: none"> What Private Marks are; and How Private Marks are Issued. 	<ul style="list-style-type: none"> District & Headquarters staff will find this topic useful.
Searching, Entering & Viewing a Private Mark	In this topic, you will learn how to: <ul style="list-style-type: none"> Search for a Private Mark; Enter a Private Mark Application; Associate Clients with a Private Mark; and, Examine an existing Private Mark Application. 	<ul style="list-style-type: none"> District staff will find out how to enter an application and associate clients with the application. They will then learn how to submit the application to Headquarters for processing.
Issuing a Private Mark	In this topic, you will learn how to: <ul style="list-style-type: none"> Add Indexing Mark Land Information; Issue a Private Mark; Print the Certificate for a Private Mark; and Review the Status of a Private Mark. 	<ul style="list-style-type: none"> Headquarters will understand how to add Mark Land Index information and how to approve the application. District staff will learn how to print the certificate.
Requesting a Private Mark Amendment or Extension	In this topic, you will learn how to: <ul style="list-style-type: none"> Request a Private Mark Amendment; and, Extend a Private Mark. 	<p>Amendments</p> <ul style="list-style-type: none"> District staff will understand their role in entering the amendment. Headquarters staff will learn that processing an amendment is the same as processing a new application. <p>Extensions</p> <ul style="list-style-type: none"> District staff will understand that it is up to them to send the appropriate paper work to Headquarters. Headquarters will then process this paperwork. District staff must then verify the extended date and print the new certificate.
Wrap-Up	In this topic, you will understand: <ul style="list-style-type: none"> The learning objectives achieved; The data flow; and, Where to go for additional assistance. 	<ul style="list-style-type: none"> District & Headquarters staff will find this topic useful.

What's included in this guide

In this guide you will find instructions and screen prints detailing how to perform various tasks using the Private Marks functionality of FTA. If you require field level definitions, you should refer to the comprehensive FTA On-Line Help Guide. You can access this guide from FTA by clicking the **help** link in the upper right corner of each screen.

It is important to remember that the help guide is context sensitive. This means, you are automatically navigated to a help page which is directly applicable to the screen of FTA which you were working on when you clicked the **help** link.

Understanding symbols used in this guide

Look for...	Denotes...
	Tip – Important information that you should pay close attention to.

FTA Participant Guide –



Private Marks Module

Topic 1: Understanding the Private Mark Process

In this topic, you will understand:

- What Private Marks are; and
- How Private Marks are Issued.

Understanding Private Marks

What is a Timber Mark?

A Timber Mark is an identifying mark that must be placed on cut timber prior to its removal from the land on which it was cut. This mark identifies the following:

- Where the timber originates from.
- If stumpage payments are due on the timber.
- Whether or not the timber may be exported.
 - While there are both exportable and non exportable marks there is no difference in how the two types of marks are processed and administered within FTA.

What is a Private Timber Mark?

A **Private** Timber Mark identifies timber that is cut on private land. Private Marks can also designate privately owned land within the boundaries of crown administered tenures (for example, Woodlots).

A Private Timber Mark is not transferable. In addition, because the land is privately owned, there are no stumpage fees to calculate for Private Marks.

If a client does **not** obtain a Private Timber Mark or mis-marks timber, the Compliance & Enforcement Branch may impose penalties, seizures, etc.

How is the Timber Mark Determined?

All Private Timber Marks are registered through The Office of the Registrar of Timber Marks (The Registrar) in Victoria (headquarters). This registrar determines whether or not a Private Timber Mark Certificate will be issued.



A Timber Mark is a unique series of letters and/or numbers. The following types of Private Marks are entered and tracked in FTA:

- B08 – Exportable Crown Grant
- B09 – Non Exportable Crown Grant
- B14 – Indian Reserve

These additional Private Marks are stored in FTA for historical purposes only:

- B11 – Special Mark
- B15 – Letter of Marking Authority
- B16 – Letter of Marking Authority

Who Issues the Private Mark?

Staff at both the district and headquarters level has responsibilities in the process and administration of Private Marks. The next section explores this process and the accompanying responsibilities in greater detail.

The Private Mark Process

The Client

The process of issuing a Private Timber Mark begins when a client forwards the **FS 361 – Application For Private Timber Mark** with the necessary documentation to his/her district office. A client can apply for a Private Timber Mark if they are registered with the Land Title Office (LTO) as one of the following:

- The registered owner(s) of the timber.
- The owner of the land in fee simple.
- Having an agreement to purchase (Land Titles Office).



A completed sample **FS 361 – Application For Private Timber Mark** is available in Appendix A.

The District

Upon receipt of the application, the district must perform the following activities:

- Review the paper application for completeness.
- Search the CLIENT System to ensure the client(s) information exists in this system. If the client does not exist in this system, he/she must be entered now.
 - The CLIENT System is a separate Ministry of Forests and Range computer system that is used to track all clients of the ministry. Contact your supervisor if you require training on this system.
- Perform a search in the PMR section of FTA to ensure there are **no** existing marks which may be extended or re-instated.
- Enter the application into FTA.
- Enter any associated clients into FTA.
- Fax or mail the application to the Registrar as they are the Office of Primary Responsibility (OPR) for the records.

The District must then use the PMR section of FTA to submit the application to headquarters staff.

Headquarters

Headquarters staff will receive and review the submitted application. Before approving the application, staff must:

- Check **BC Online** to validate the Land Title details are accurate.
- Check **Tantalus/Gator** to validate the Crown Grant Date of issue, and confirm ownership of the timber resource.
 - The Crown Grant Date of issue determines the style of mark issued.
- Complete the **FTA511-Mark Land Index** page in the PMR section of FTA.

Understanding the Private Mark Process

Once all tasks are completed, headquarters staff uses the PMR section of FTA to assign the mark.



Like the **CLIENT** System, **BC Online** and **Tantalis/Gator** are also separate government computer systems. If you require assistance with these contact your supervisor.

- Tantalis/Gator are the responsibility of the Ministry of Agriculture and Lands (MoAL).

The District

The district staff will return to the PMR section of FTA to check the status of the Private Mark using the **FTA 500-Application/Amendment List**. Once the mark has been issued, district staff is responsible for printing a copy of the mark certificate and mailing/faxing this to the client.

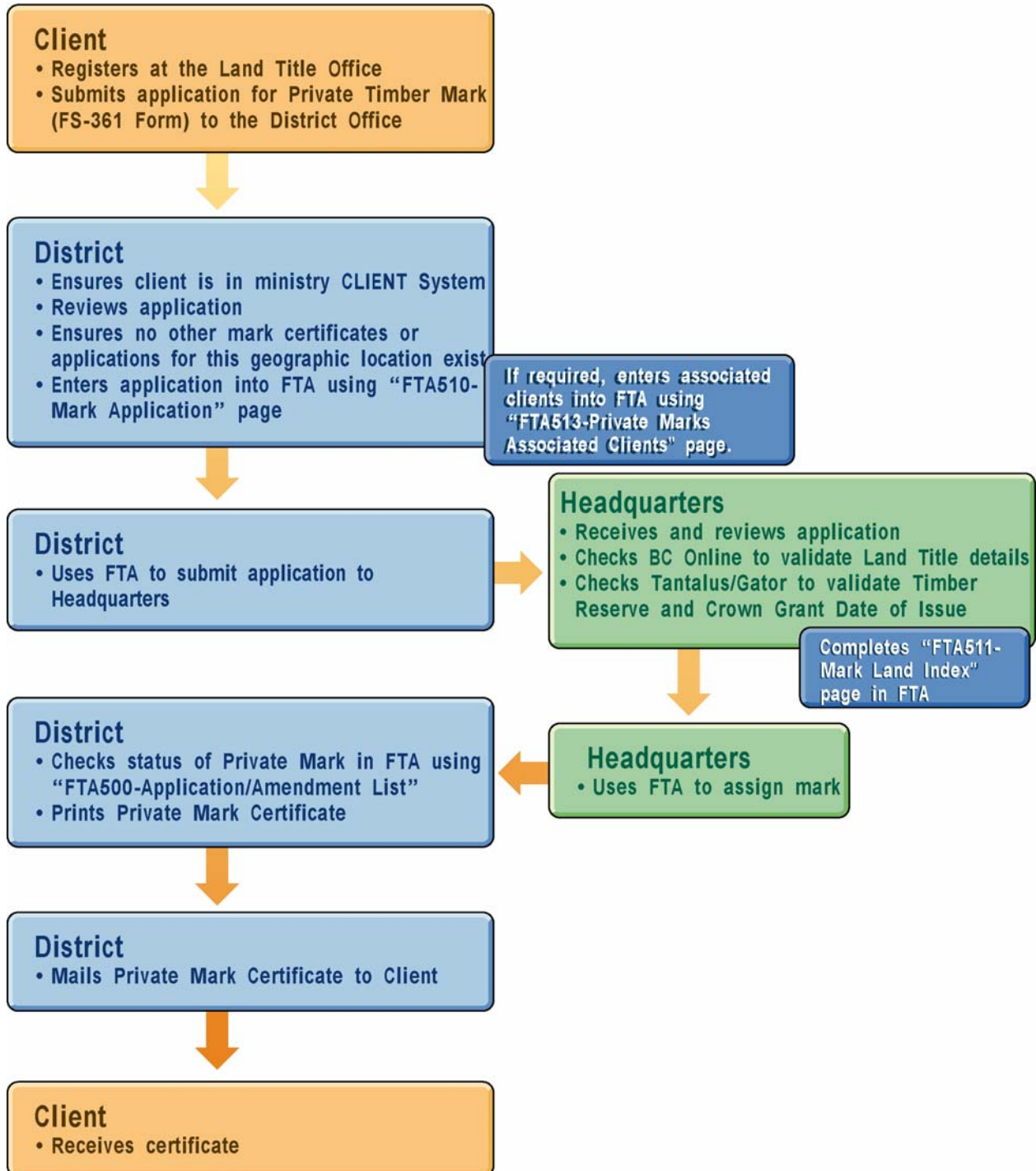
The Client

The client receives the Private Mark Certificate in the mail and can now mark and transport timber.

The Timeline

A Private Timber Mark has an advertised issuance timeline of twenty one days. However, usually the process to issue a mark is much less. Usually a Private Mark can be issued within a couple of days to a week.

Private Mark Process



Understanding the Status of a Private Mark

A Private Mark always has a status assigned to it in FTA. The status determines:

- What actions may be performed on the mark; and,
- Who may perform these actions.

You will notice that the status of a Private Mark is discussed throughout this guide. However, the following table will help you understand each status:

Status Code	Code Meaning	Important Notes
PA	Pending Application	A district user may still modify the Private Mark.
PI	Pending Issuance	The Private Mark has been submitted by the district to headquarters. A district user can not modify the Private Mark.
HN	Issued But Not Printed	Headquarters has issued the Private Mark. It is ready to be printed by the district user.
HI	Certificate Issued	A district user has printed the Private Mark Certificate from the Application/Amendment List.
HS	Suspended	The Private Mark is suspended.
HX	Cancelled	The Private Mark is cancelled.
DV	Disallowed by Victoria	Headquarters disallows the application for a Private Mark.
DD	Disallowed by District	District disallows the application for a Private Mark.
HC	Closed	This is a historical code only. Currently, HC is used in place of HX.

FTA Participant Guide –



Private Marks Module

Topic 2: Searching, Entering & Viewing a Private Mark

In this topic, you will learn how to:

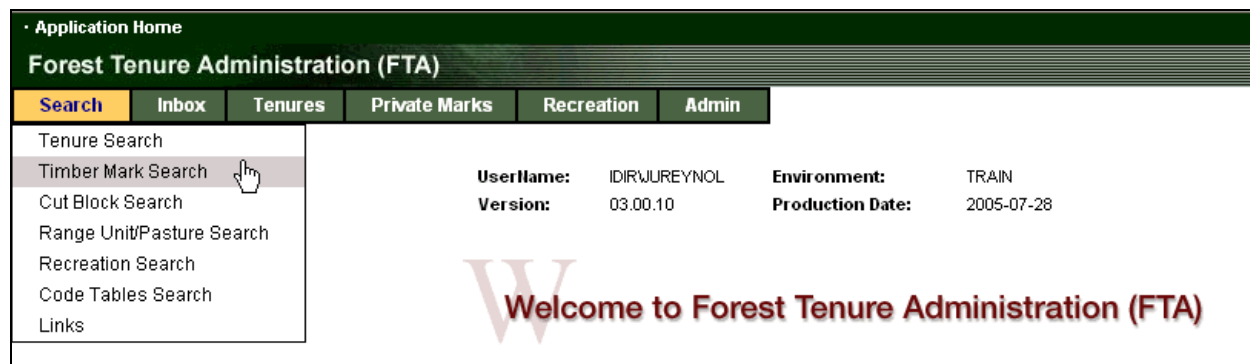
- Search for a Private Mark;
- Enter a Private Mark Application;
- Associate Clients with a Private Mark; and,
- Examine an existing Private Mark Application.

Searching for a Private Mark

Prior to entering a Private Mark application, it is important to ensure that a Private Mark does not already exist in FTA for the same geographic location. For example, perhaps someone has already entered the mark application. You can use the search functionality in FTA to quickly locate a mark.

Navigating to the Timber Mark Search

The **SIL002-Timber Mark Search** page is a selection in the **Search** menu.



Understanding the Timber Mark Search Page Layout

Recall that the layout of search pages was discussed during the **FTA Overview Module**. If you require a re-fresher on search page layout, you should return to this module.

Steps to Follow

Follow the steps below to find your Timber Mark efficiently.

- 1 Locate the **Private Marks** section on the Timber Mark Search page and enter as much detail as possible about the application you are about to enter.
- 2 Click the **Search** button.
- 3 If there is already a Private Timber Mark that corresponds to the criteria you entered in Step #1, results will display in the bottom portion of the form.
 - You can use the **Status** column to quickly find out the status of the mark.
 - You can click the **Certificate** button to examine additional details about the mark.
- 4 Use the information your search returned to determine whether a new Private Timber Mark should be entered or an old Private Timber Mark should be amended. Do **not** add a duplicate Private Timber Mark into FTA.

Sample Page – Private Timber Mark Search (No Results)

The following screen print displays the **SIL002-Timber Mark Search** page. Note that there is a specific section detailing criteria for Private Marks. In this example there were no Private Timber Marks that matched the search criteria. Therefore, a new application can be entered for these coordinates.

• **No records found.**

SIL002 - Timber Mark Search

Note: Please enter sufficient criteria to reduce the time it takes to search for records. It may take a while if you only enter one piece of data. You may enter timber mark on its own and the system will search for it. If it exists all other criteria will be ignored; otherwise, it will look for all timber marks that start with the value entered and meets all the other criteria entered.

District: DNI - North Island - Central C

File ID: ...

File Type: ▼

Client Number: ...

Client Type: ▼

Issue Date From: ... **To:** ...

Salvage Type: ▼

Mgmt Unit: ...

CP: **Timber Mark:**

Mark Status: ▼

Client Name:

Expiry Date From: ... **To:** ...

Zone:

Private Mark Criteria

Certificate: ☐ Only Private Marks

Land District: COMX - Comox District ▼ **Primary ID:** TP - Township ▼

Primary Detail: TP.33

Sort By: ☒ District ☐ Client Name ☐ File Type Search Clear

<u>Client</u>		<u>File</u>			<u>Timber Salvage</u>		<u>Mark</u>			
District	Name	Number	Type	ID CP	Mark	Type	Certificate	Status	Issue Date	Expiry Date

Sample Page – Private Timber Mark Search (Results)

The following screen print displays the **SIL002-Timber Mark Search** page. Note that in this search, a specific District has been entered. In addition, to ensure only Private Marks are displayed, the Only Private Marks check box has been ticked.

SIL002 - Timber Mark Search

Note: Please enter sufficient criteria to reduce the time it takes to search for records. It may take a while if you only enter one piece of data. You may enter timber mark on its own and the system will search for it. If it exists all other criteria will be ignored; otherwise, it will look for all timber marks that start with the value entered and meets all the other criteria entered.

District: DOS - Okanagan Shuswap Forest	Mgmt Unit:
File ID: 	CP:
File Type: 	Timber Mark:
Client Number: 	Mark Status:
Client Type: 	Client Name:
Issue Date From: 	Expiry Date From:
To: 	To:
Salvage Type: 	Zone:

Private Mark Criteria

Certificate: 	☒ Only Private Marks
Land District: 	Primary ID:
Primary Detail: 	

Sort By: ☒ District ☐ Client Name ☐ File Type

This search generated many rows of data. Two of these rows are shown in this image:

DOS	TOLKO INDUSTRIES LTD.	TOLKO 00	B09	99B'	99B'	48086	HI	1997-09-04	2007-04-25	Details
DOS	GALLON, KIM WILLIAM	00056220 00	B08	EA, AWS	EA, AWS	097415	HI	1993-05-05	2003-05-04	Details

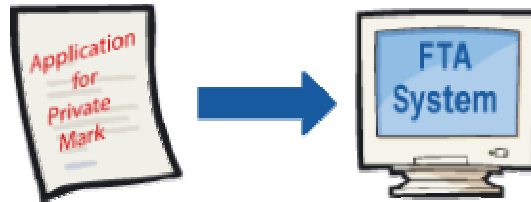


Each row of the search results contains two options for further navigation:

- Clicking the **Certificate Number** navigates you to the Mark Application page. This is discussed next.
- Clicking the **Details** button navigates you to the Tenure page. This page is not used during the addition or management of Private Marks. Therefore, it is recommended that you do **NOT** use this button.

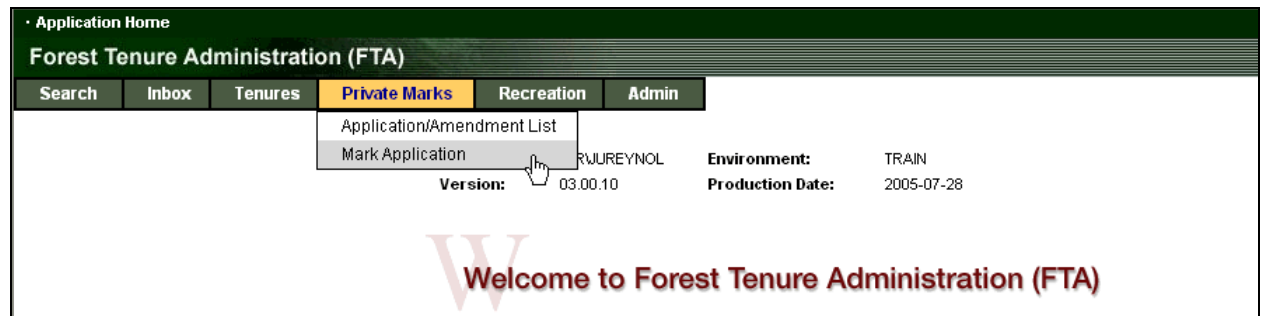
Entering a Private Mark Application

Anyone, in British Columbia, may apply for a Private Timber Mark by completing the **FS 361 – Application for Private Timber Mark** form. This form must be submitted to a Ministry of Forests and Range (MoFR) District Office. Upon receipt of this form, the district office must enter the application into the Forest Tenure Administration System (FTA).



Navigating to the Mark Application Page

Once you have successfully logged onto FTA, you will need to navigate to the **FTA510-Mark Application** Page. This is accessible from the **Private Marks** menu by selecting **Mark Application**.



Understanding the Mark Application Page Layout

At a glance, the page may seem overwhelming. It is easiest to understand the page by examining its various sections.

Section 1 – Navigation to Additional Pages

The tab shown at the top of the page allows you to efficiently navigate to additional pages in the Private Marks section of FTA. These pages are discussed later in this guide. The tab you are currently on is always shown in white.



The **Mark Appl.** is the tab you are currently on.

Searching, Entering & Viewing a Private Mark

Section 2 – Generate File/Certificate Number

The next section of the form captures key details about the application and allows you to generate a unique File/Certificate Number for the application. This section is completed by district staff.

FTA510 - Mark Application

Timber Mark:

File/Certificate:

Application Date: *

Client Number:

Timber Mark:

File/Certificate:

Section 3 – District Users Capture Additional Details

This section of the form allows you to fill in details about the area and marking requirements. This section is also completed by district staff.

Mark Holder Name:

Initial Term (mths): *

Region:

Marking Requirements: *

District:

Marking Instrument: *

Geographic Location: *

Legal: *

LTO PID: *

Area (ha): *

Mgmt Unit: * Kingcome TSA

Cascade: *

Reg/Comp:

Section 4 – Headquarters Users Capture Additional Details

The final section of the form is completed by headquarters staff. This section captures information pertaining to the actual issuance of the private mark.

Branch Functions

Mark Type:	<input type="text" value="*"/>		Assign Mark	
Dates Issued:	Expired:	Extended:	Cnt:	Cancelled:
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
TM Status:	<input type="text" value="*"/>	Crown Granted Date or Desc:	<input type="text"/>	<input type="text"/>
Amendment Status:	<input type="text" value="*"/>	Amended Date:	<input type="text"/>	Cnt:
Save		Print	Printer Friendly Version	Submit to HQ

District Steps to Follow

District staff will be the staff whom first encounter and add data to this page. Once the **FS 361 – Application for Private Timber Mark** is received and confirmed as complete, at a District Office, it should be entered into FTA on this page.



Remember, always use the **Search** function in FTA to ensure that there isn't an existing Timber Mark already at the same geographic location as the one you are about to enter! If you need a refresher on using the search functionality, refer to the [FTA Overview](#) module.

There are certain steps district staff should follow to use the **FTA510-Mark Application** page. These are outlined below:

1

Click the **Add New** button.

- The **File/Certificate** number is automatically generated on the page.
- The **Application Date** is automatically set to the current date. You may modify this if you wish.

2

Transfer all applicable information from the **FS 361 – Application for Private Timber Mark** (paper form) to the corresponding fields on this page. All mandatory fields on this page must be completed (mandatory fields are marked with an *).

The following is some additional field specific information:

- The **Timber Mark** field will remain blank. This is a protected field, and therefore, you will be unable to enter data into it.
- The **Client Number** must exist in the Ministry of Forests CLIENT System. If the client applying for the private mark is a new client, ensure you enter the client in the CLIENT System prior to attempting to use this field. You can click the search icon (beside the client field) to search for a client.
- The **Mark Holder Name** is automatically generated, upon save, based on the Client Number entered above.
- Enter the **Initial Term** for the Private Mark using the drop list. This is usually 60 months.
- Select the appropriate **Marking Requirements** using the drop list. This is district specific.
- Select the **Marking Instrument** using the drop list. This is district specific.
- The **Region** and **District** fields will be automatically defaulted to those that match your User ID. Therefore, you will not be able to alter these.

Searching, Entering & Viewing a Private Mark

- Enter the specific **Geographic Location** of the mark (i.e. Street Address, Mountain/Lake).
- Enter the legal description of the land using the **Legal** field.
- Enter the Parcel Identifier Number or Title in the **LTO PID** field.
- Enter the **Area**, as measured in hectares, of the land. If unknown, enter 0.0.
- The **Management Unit** and **Cascade** data fields are automatically defaulted to values based on your User ID.
- Enter the **Reg/Comp** identifying the mark. This can be entered in the format 99/999.
 - **Note:** This field was mandatory in past releases of FTA. It is no longer mandatory.



Click the **Save** button to save the data you have entered.

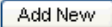
- You will receive a message stating "save successful".
- The **Timber Mark** field will automatically populate with the File/Certificate number. This is a temporary Timber Mark which will be replaced with the actual mark once the application is approved by headquarters. Note: File/Certificate numbers are issued sequentially by FTA.
- The status of the Timber Mark will be set to **PA – Pending Application**.

Sample Page – Mark Application

FTA510 - Mark Application

Timber Mark: 151617  

File/Certificate: 151617

Application Date: 2005-09-09  *

Timber Mark: 151617

Client Number: WEYER 05 

File/Certificate: 151617

Mark Holder Name: WEYERHAEUSER COMPANY LIMITED

Initial Term (mths): 12  *

Region: RCO - Coast Forest Region 

Marking Requirements: S - Full, Standard Marking  *

District: DIC - North Island - Central C  *

Marking Instrument: H - Hammer  *

Geographic Location: Port Alberni *

Legal:

THIS FIELD IS USED TO CAPTURE THE LEGAL DESCRIPTION OF THE LAND COVERED BY THE MARK.

LTO PID: 999-001-001 *

Area (ha): 5.0 *

Mgmt Unit: U * 33  Kingcome TSA

Cascade: W - West  *

Reg/Comp: 01 001



As a district user, you can modify the data on the mark application at any time while the application has a status of **PA**. You may also add associated clients (as explained in the next topic). Once you are satisfied with the details of the application, you must return to the **FTA510-Mark Application** page and click the **Submit to HQ** button.

- You will receive a message stating "Application has been submitted to headquarters for processing."

The status of the application is changed to **PI = Pending Issuance**.

- As a district user, you can no longer modify the application.



Remember, you can return to the **FTA510-Mark Application** page by navigating to the **Private Marks** menu and selecting **Mark Application**.

Headquarters Steps to Follow

Headquarters staff is now responsible for processing the mark application. Their role includes reviewing the information submitted by the district, adding additional details to the application, and issuing the mark. These steps are discussed later in this guide in **Topic 3 – Issuing a Private Mark**.

Entering Associated Clients

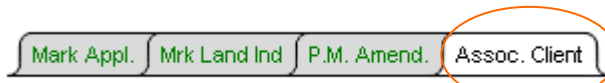
Applications for Private Timber Marks may contain multiple clients. For example, if a husband and wife are both registered owners of the land, each would need to be recorded as a client. The MoFR is obligated to issue a Private Timber Mark to all registered land owners. If this is the case, these clients must also be added to FTA.

Navigating to the Private Marks Associated Clients Page

Once you have completed the Private Timber Mark Application and saved your work, click the **Assoc. Client Tab** to navigate to the **FTA513-Private Marks Associated Clients** page.

Warning:

Clients must be associated with the mark prior to submitting the application to headquarters.



Click the **Assoc. Client** tab.

Understanding the Associated Clients Page Layout

The **FTA513-Private Marks Associated Clients** page is made up of two sections which are completed by the district staff.

Section 1 – Find the Timber Mark

The first section is used to display the Timber Mark / File Certificate that you wish to associate clients with.

- If you are navigating to the tab from another tab, where you have been working with a Timber Mark / File Certificate, this section will already be populated with the Timber Mark / File Certificate.
- If you navigate directly to this page, you must enter the Timber Mark / File Certificate and click the **Go** button.

Note that if existing clients have been associated with the Private Timber Mark, these will be displayed.

Searching, Entering & Viewing a Private Mark

FTA513 - Private Marks Associated Clients

Timber Mark: 151960  * 

File/Certificate: 151960

Section 2 – Associate clients

The next section of the form allows you to associate additional clients with the Timber Mark.

2 rows returned

Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 *  Save Cancel
00005900 00	MACDONALD, JOHN ALEXANDER	A - Licensee	2005-12-20		 Update Delete
00010611 00	ALMOND, ADOLPH	B - Joint Venture/Partner	2005-12-20		 Update Delete

District Steps to Follow

There are certain steps district staff should follow to use the **FTA513-Private Marks Associated Clients** page. These are outlined below:

1

Enter the **Timber Mark or Certificate Number** in the **Timber Mark** field.

- The **File/Certificate** number is used as the Timber Mark until the Timber Mark has been issued.

2

Click the **Go** button.

- A list of clients associated with the private mark is displayed.

3

To add a client, enter the following information:

- **Client Number.** Note that you can not enter the same client more than once.
- **Client Type.** There must be one "A" Client.
- **Licensee Start Date.** This is the date the licensee became associated with the Private Timber Mark. The **End Date** should be entered as the date the licensee is no longer associated with the Private Timber Mark. Note that the End Date does not need to be entered when adding a client as it may not be known.

4

Remember to click the **Save** button to save your work.

- The client you have entered displays as a row in the bottom portion of the screen.
 - o If you wish to modify information about this client, click the **Update** button. You may now edit the details.
 - o If you wish to delete the client, click the **Delete** button.



Helpful Hints:

- If you are retrieving an existing record which has a client type of "A" or "C" the client number and client type cannot be modified.
- If a **Main Licensee** is added and one already exists, the **Current Main Licensee** record will have its type set to "C". This record is now the **Previous Main Licensee**.

Sample Page – Associate Clients

FTA513 - Private Marks Associated Clients

Timber Mark:

File/Certificate: 151960

2 rows returned

Client Number	Client Name	Client Type	Licensee Start Date	Licensee End Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
00005900 00	MACDONALD, JOHN ALEXANDER	A - Licensee	2005-12-20		<input type="button" value="Update"/>	<input type="button" value="Delete"/>
00010611 00	ALMOND, ADOLPH	B - Joint Venture/Partner	2005-12-20		<input type="button" value="Update"/>	<input type="button" value="Delete"/>



Deleting a Client:

- Clients can be deleted by **Headquarters** staff only. In order to delete a client, the Private Mark must have a status of **HI – Certificate Issued**.
- To delete the client, return to the **FTA513-Private Marks Associated Clients** page and click the **Delete** button in the row containing the client you wish to remove.



Return to the FTA510-Mark Application page Tip!

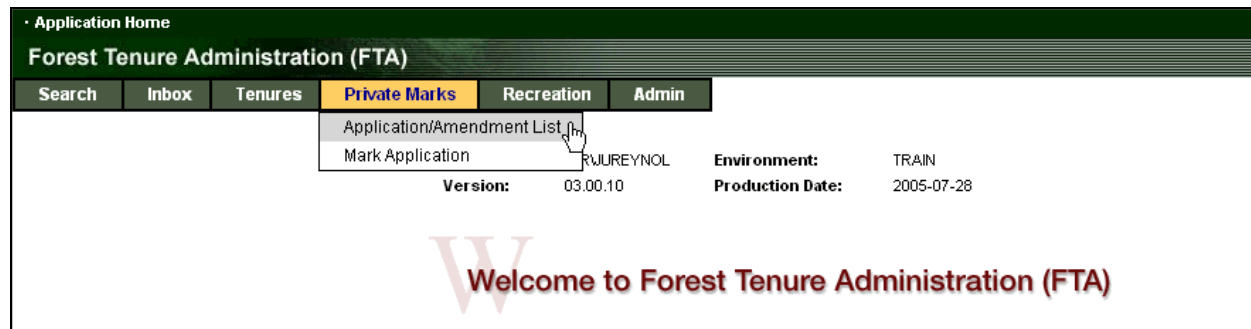
Don't forget, once you have completed the Mark Application, return to the **FTA510-Mark Application** page and submit the application to headquarters. Use the **Submit to HQ** button.

Examine an existing Private Mark Application

There may be times when you need to verify the status of an existing Private Mark application. To do this, you can use the **FTA500-Application/Amendment List**.

Navigating to the Application/Amendment List

Once you have successfully logged onto FTA, you can navigate to the **FTA500-Application/Amendment List** by selecting this from the **Private Marks** menu.



Understanding the Application/Amendment List Page Layout

The **FTA500-Application/Amendment List** displays Private Marks at different status points. You will notice that the list automatically defaults to show Private Marks for your district. If you are a headquarters user, you may use the **District** field to show Private Marks for whichever district you like. The image below shows a sample **FTA500-Application/Amendment List** page.

FTA500 - Application/Amendment List

District:

14 rows returned

Certificate	Timber Mark	Applied	District	Status	Client		
151584	151584	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151585	151585	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151586	151586	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151587	151587	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151588	151588	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151589	151589	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151590	151590	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151591	151591	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151592	151592	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151593	151593	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151594	151594	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151595	151595	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151614	151614	2003-10-19	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151617	151617	2005-09-09	DIC	PI	WEYERHAEUSER COMPANY LIMITED	<input type="button" value="Print"/>	<input type="button" value="Details"/>

District Steps to Follow

There are certain steps district staff should follow to use this page. These are outlined below:

- 1 Locate the **Timber Mark** you wish to obtain additional details about by finding its **Certificate Number**.
- 2 Each certificate has one corresponding row of data.
 - Closely examine the **Status** for the mark. This column tells you which stage of processing the mark is currently at.
 - The **Print** button will be disabled if the mark has not yet been assigned by headquarters.
- 3 To examine the mark in more detail, click the **Details** button. This will navigate you to the **FTA510-Mark Application** page.
 - You will not be able to edit the application if the status is PI. Only headquarters will be able to.

Sample Data – Application/Amendment List

151617	151617	2005-09-09	DIC	PI	WEYERHAEUSER COMPANY LIMITED	Print	Details
--------	--------	------------	-----	----	------------------------------	-------	---------

Click the **Details** button to examine the mark further.

FTA Participant Guide –



Private Marks Module

Topic 3: Issuing a Private Mark

In this topic, you will learn how to:

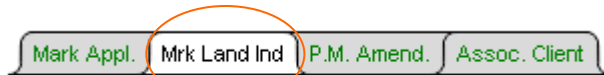
- Add Indexing Mark Land Information;
- Issue a Private Mark;
- Print the Certificate for a Private Mark; and
- Review the Status of a Private Mark.

Adding Indexing Mark Land Information

Headquarters staff is responsible for indexing mark land information. The land index information is entered prior to the issuance or amendment of a timber mark. It is used to research timber marks in a particular geographic area.

Navigating to the Mark Land Index Page

Once you have issued the mark, click the **Mrk Land Ind Tab** to navigate to the **FTA511-Mark Land Index** page.



The **Mark Land Ind.** is the tab you need to navigate to.

Understanding the Mark Land Index Page Layout

The **FTA511-Mark Land Index** page is made up of two distinct sections.

Section 1 – Find the Timber Mark

The first section is used to display the Timber Mark, File Certificate, and Land District that you wish to associate land index information with.

- If you are navigating to the tab from another tab where you have been working with a Timber Mark / File Certificate, this section will already be populated with the Timber Mark / File Certificate.
- If you navigate directly to this page, you must enter the Timber Mark / File Certificate and click the **Go** button.

Note that if existing Land Index information is available, this will be displayed.

FTA511 - Mark Land Index

Timber Mark

File/Certificate

Land District

Section 2 – Add Land Index Information

The next section of the form allows you to add Land Index information to the mark. This section is completed by headquarters staff.

Land District/Island	Primary ID	Primary Detail	Deactivate Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Headquarters Steps to Follow

There are certain steps headquarters staff should follow to use the **FTA511-Mark Land Index** page. These are outlined below:

- 1 Ensure the correct **Timber Mark** and **File/Certificate** information are displayed in the first section of the page.
- 2 In the second section of the page you need to enter the Land District/Island, Primary ID, and any relevant Primary Details. The information to enter into these fields can be found in the **BC Online System** (specifically, the “Legal Description” section of the Land Title).
Enter the following details:
 - Select the **Land District/Island** from the drop-list.
 - Select the **Primary ID** from the drop-list.
 - If relevant, enter any **Primary Details**. The Primary Detail field is the detail specifically identifying the land parcel. For example, the detail for a Township might be **TP.33, S.33**. However, for a District Lot, the **Lot Number** is sufficient.
 - o It is important that the Land District/Island, Primary ID and Primary Details are inputted in a consistent manner. See **Appendix B: Land Index Information** for further details.
 - If relevant, enter the **Deactivate Date**.
- 3 Click the **Save** button.

Warnings

- District users can only view information on this page. They can **not** modify or add information.
- Duplicate Land Index/Primary ID/Primary Detail is **not** allowed.



Tips

- When the **Go** button is clicked, if **Mark Status** is disallowed or cancelled, the **Save** button is disabled and a warning message is given.
- The **Land District** drop down field in the first section will be based on the existing land indexes for the mark. As Land Districts are added/removed this drop-list will be refreshed.
- A Land District can be removed by clicking the **Delete** button corresponding to the row you wish to delete.

Sample Data – Mark Land Index

FTA511 - Mark Land Index

Timber Mark

File/Certificate

Land District

1 row returned

Land District/Island	Primary ID	Primary Detail	Deactivate Date
<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="text"/>
COMX - Comox District	TP - Township	TP.33,S.33	

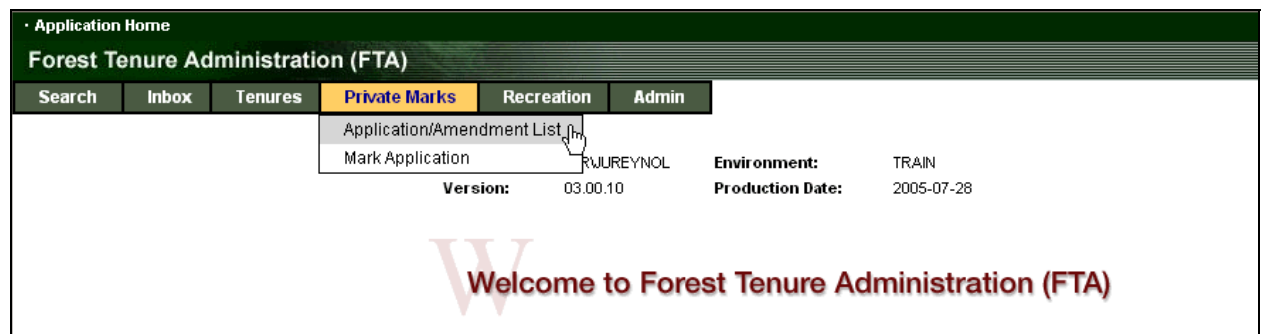
Issuing a Private Mark

Private Marks are issued by headquarters staff. It is their responsibility to review the application, and issue the mark provided all mandatory details have been entered, are accurate, and no other marks exist at the same geographic location.

Once the Private Mark is submitted to Headquarters for issuance, District staff can **not** modify the mark. Any required changes to the Private Mark, must be requested in the form of an amendment. The amendment process is discussed in Topic 4 of this guide.

Navigating to the Mark Application Page

Headquarters staff must frequently review the **FTA500-Application/Amendment List** to find out which private marks require their attention.



Understanding the Application/Amendment List Page Layout

Recall that the **FTA500-Application/Amendment List** page layout was discussed in the previous topic. The page looks slightly different when accessed by a headquarters user. In this situation, the **Print** button is not visible.

FTA500 - Application/Amendment List

District:

14 rows returned

Certificate	Timber Mark	Applied	District	Status	Client	
151584	151584	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151585	151585	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151586	151586	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151587	151587	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151588	151588	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151589	151589	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151590	151590	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151591	151591	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151592	151592	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151593	151593	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151594	151594	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151595	151595	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151614	151614	2003-10-19	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	Details
151617	151617	2005-09-09	DIC	PI	WIEYERHAEUSER COMPANY LIMITED	Details

Sample screen accessed by
a Headquarters User

FTA500 - Application/Amendment List

District:

15 rows returned

Certificate	Timber Mark	Applied	District	Status	Client		
151584	151584	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151585	151585	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151586	151586	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151587	151587	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151588	151588	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151589	151589	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151590	151590	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151591	151591	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151592	151592	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151593	151593	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151594	151594	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151595	151595	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151614	151614	2003-10-19	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151617	ECGYF	2005-09-09	DIC	HN	WIEYERHAEUSER COMPANY LIMITED	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151618	151618	2005-09-12	DIC	PA	WIEYERHAEUSER CANADA LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>

Sample screen accessed by a District User

Notice that the **Print** button is displayed for District Users.

Note: this button only becomes enabled when the Private Mark status = HN

Headquarters Steps to Follow

There are certain steps headquarters staff should follow to use the **FTA500-Application/Amendment List** page. These are outlined below:



Remember

There are some tasks you must complete outside of FTA. These include the following:

- Check **BC Online** to validate the Land Title Details.
- Check **Tantalis/Gator** to confirm the Crown Grant Date and status of the timber. The date of issue will determine the style of the mark.

1

Locate the **District** for Private Mark Applications that you wish to work with from the drop-list.

2

Click the **Go** button.

- The page will display a list of all Private Mark Applications for the district.



All Private Mark Applications with a status of **Pending Issuance (PI)** require headquarters attention.

3

Select the **Detail** button corresponding to an application (with a status of **PI**) that you wish to work with.

- You are automatically re-directed to the **FTA510-Mark Application** page.
- Confirm that all the data is correct.

4

Enter the following details in the **Headquarters Functions** section of this page.

- Select the **Mark Type** from the drop-list.
- Enter the **Crown Granted Date**. Note that the Crown Granted Date is one of the factors which determine if a Private Timber Mark is exportable. If you wish, you may enter a **Crown Granted Date Desc** instead (e.g. various).

5

Click the **Assign Mark** button.

- The Timber Mark displays. The Timber Mark is a unique code assigned by FTA. This is assigned

sequentially (i.e. ECGYF, ECGYG, etc.)

- A message confirming the assignment is displayed as follows: "Mark has been assigned successfully. Press save to continue with Issuance of Private Mark".

6

The **Status** of the timber mark changes to **HN-Issued but not printed**.

7

Click the **Save** button.

- A message is displayed which confirms that the save has been successful.

Sample Data – Mark Application (Headquarters Functions)

Branch Functions					
Mark Type:	B08 - Exportable Crown Grant *		<input type="button" value="Assign Mark"/>		
Dates Issued:	Expired:	Extended:	Cnt:	Cancelled:	
2005-09-12	2006-09-11		0		
TM Status:	HN - Issued but Not Printed *		Crown Granted Date or Desc:	1906-03-10	
Amendment Status:			Amended Date:		Cnt:
			<input type="button" value="Save"/>	<input type="button" value="Print"/>	<input type="button" value="Printer Friendly Version"/>
			<input type="button" value="Submit to HQ"/>		



Tip

Headquarters may also decline the issuance of a Private Mark. If this is the case, an explanation must be entered into the **Legal** field (located in the top section of the Mark Application page) explaining why the mark is being declined. An email is then sent to the District.

Printing the Certificate

District staff is responsible for consistently monitoring the **FTA500-Application/Amendment List** for Timber Marks that have been issued and now require the printing of their certificates.

Navigating to the Application/Amendment List

Once headquarters has issued the mark, select **Application/Amendment List** from the **Private Marks** menu.

Application Home					
Forest Tenure Administration (FTA)					
Search	Inbox	Tenures	Private Marks	Recreation	Admin
			Application/Amendment List		
			Mark Application		
			Version: 03.00.10	Environment: TRAIN	Production Date: 2005-07-28

Understanding the Application/Amendment Page Layout

Recall that the **FTA500-Application/Amendment List** page layout was discussed in two previous topics. Note that the page looks slightly different, when accessed by a district user, once a Timber Mark has been issued. The **Print** button is now enabled. A sample of this page is shown below.

FTA500 - Application/Amendment List

District:

15 rows returned

Certificate	Timber Mark	Applied	District	Status	Client		
151584	151584	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151585	151585	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151586	151586	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151587	151587	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151588	151588	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151589	151589	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151590	151590	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151591	151591	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151592	151592	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151593	151593	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151594	151594	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151595	151595	2003-07-24	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151614	151614	2003-10-19	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151617	ECGYF	2005-09-09	DIC	HN	WEYERHAEUSER COMPANY LIMITED	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151618	151618	2005-09-12	DIC	PA	WEYERHAEUSER CANADA LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>

Notice that the **Print** button is enabled.

District Steps to Follow

District staff is responsible for printing the Timber Mark Certificate. Follow the steps below to print a certificate.

1

Locate the **Timber Mark** that corresponds to the **Certificate** you wish to print using the Application/Amendment List.

2

Verify the **Status** of the Timber Mark is **HN-Issued but not printed**.

3

Click the corresponding **Print** button.

- A confirmation message displays to notify you that the status of the application has been changed & your certificate has been printed. The status is now **HI-Certificate Issued**.
- The certificate opens as a PDF file in a new browser for you to print. You must now print the certificate using the Adobe Acrobat Menu or Toolbar.
- The mark no longer displays in the **FTA500-Application/Amendment List**.

Tip



You can also print a certificate from the **FTA510-Mark Application** page. This is useful if you require a second copy of the certificate. Click the **Print** button on this page to print a copy of the certificate.

- Note that the **Printer Friendly Version** button should be used to print the actual page, not the certificate.

Warning

The **Status** of your Private Timber Mark will **not** change if you only print the certificate from the **Mark Application** page. **You must print the certificate from the Application/Amendment List for the status of the application to change to HI-Certificate Issued.**

Sample Data – Certificate



Registered Timber Mark Certificate133880

Issued at Victoria, British Columbia this 2nd day of February, 1998.

Issued to:

WILLIAM OLIVER SNYDER
DIXON ROAD RR 3
POWELL RIVER, BC, CANADA V8A5C1

Timber Mark as shown below, is issued under the provisions of Part 5 of the Forest Act and may be used only on timber cut on the land identified as:

DISTRICT LOT 7865, GROUP 1, NEW WESTMINSTER LAND DISTRICT

Crown Granted:1995
Inventory Region/Compartment/Letter:29/006/6

Coast Forest Region
Sunshine Coast Forest District

TIMBER MARK DESIGNATION

Non-Exportable Crown Grant

NB

FBU

This Timber Mark expires on 1st day of February, 2011.
A Timber Mark issued under Section 85 is not transferable.
This Timber Mark certificate and the Timber Mark may be cancelled as per Section 85(5).



Paul Gateley
Registrar of Timber Marks

FTA Participant Guide – Private Marks

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Reviewing the Private Mark Status

The search function may be used if you wish to review the status of a specific Private Timber Mark. Simply enter criteria for the **Private Mark** and click the **Search** button. The screen print below provides a sample search of using **District** and **Status** as criteria.

If you know the **Timber Mark** designation, you may enter this on any of the FTA pages related to Private Marks and simply click the **Go** button. This is much faster than using the search.



Tip

If you wish to examine the legal certificate, click the **Certificate** link.

SIL002 - Timber Mark Search

Note: Please enter sufficient criteria to reduce the time it takes to search for records. It may take a while if you only enter one piece of data. You may enter timber mark on its own and the system will search for it. If it exists all other criteria will be ignored; otherwise, it will look for all timber marks that start with the value entered and meets all the other criteria entered.

District:
Mgmt Unit:

File ID:
CP:
Timber Mark:

File Type:
Mark Status:

Client Number:
Client Name:

Client Type:

Issue Date From: **To:**
Expiry Date From: **To:**

Salvage Type:
Zone:

Private Mark Criteria

Certificate: ☐ Only Private Marks

Land District:
Primary ID:

Primary Detail:

Sort By: ☒ District ☐ Client Name ☐ File Type

Result Pages: [\[Prev\]](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [\[Next\]](#)

1351 rows returned

Client		File			Mark							
District	Name	Number	Type	ID	CP	Timber Mark	Salvage Type	Certificate	Status	Issue Date	Expiry Date	
DNI	CANADIAN FOREST PRODUCTS LTD.	CANFOR 00	A06	T0124	H	T0124H			HI	2003-02-12	2005-02-11	Details
DNI	CANADIAN FOREST PRODUCTS LTD.	CANFOR 00	A06	T0124	Z	T0124			HI	1982-01-01	1999-12-31	Details

FTA Participant Guide –



Private Marks Module

Topic 4: Requesting a Private Mark Amendment or Extension

In this topic, you will understand:

- How to request an amendment to a Private Mark; and,
- Extend a Private Mark.

Request an Amendment

The amendment functionality is useful if you need to make a modification to a Private Mark. An addition or deletion to the certificate qualifies as an amendment unless you are extending the mark (see the topic **Requesting an Extension for a Private Timber Mark** below). For example, perhaps there has been a change in the geographic area of the mark or the client(s) of the mark have changed.

Amendments are usually performed by district staff but can also be inputted by headquarters staff, if required. This function can only be used when the Private Timber Mark has a status of **HI – Certificate has been printed by District**.



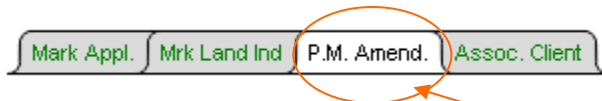
Tip

Once an amendment is entered and saved successfully, the status of the Private Timber Mark will return to **PI – Pending Issuance**. The Private Mark is automatically submitted to headquarters for processing.

Creating an amendment in FTA is a similar process to adding a Private Timber Mark.

Navigating to the Amendment Page

Amendments are entered on the **FTA512-Private Mark Amendment** page which is found by clicking on the **P.M. Amend** tab.



The **P.M. Amend.** tab is the tab you need to navigate to.

Understanding the Amendment Page Layout

Section 1 – Find the Private Mark to Amend

The first section is to be used to display the Private Mark and File Certificate that you wish to amend.

- If you are navigating to the tab from another tab, where you have been working with a Timber Mark / File Certificate, this section will already be populated with the Timber Mark / File Certificate.
- If you navigate directly to this page, you must enter the Timber Mark and click the **Go** button.

FTA512 - Private Mark Amendment	
Timber Mark:	ECGYG <input type="text"/> <input type="button" value="Go"/>
File/Certificate:	151618

Section 2 – Add Amendment Information

The next section of the form allows you to add the relevant amendment details.

Date Request:	2005-09-13
Status of Request:	PI - Pending Issuance
Requested by:	IDIR\JUREYNOL
Forest District #:	DIC - North Island - Central Coast Forest District
Requested Area (ha):	<input type="text" value="0.0"/>
Requested Amendment Changes:	
<div><div></div></div>	
<div>Save</div>	

Steps to Follow

Follow the steps below to enter an amendment for a Private Mark:

- 1 Ensure the correct **Timber Mark and File/Certificate** are displayed. If they are not displayed, enter the Timber Mark and click the corresponding **Go** button. The following details are displayed:
 - File/Certificate
 - Date Request
 - Status of Request
 - Requested By
 - Forest District #
- 2 Enter the **Requested Area** as measured in hectares.
- 3 Enter the **Requested Amendment Changes** in the text box.
- 4 Click the **Save** button. The amendment is automatically submitted to Headquarters. The process for the amendment now follows the same process as a new Private Timber Mark Application. You must now wait for the amendment to be approved by Headquarters. See **Topic #3: Issuing a Private Timber Mark** for additional information.

Requesting a Private Mark Amendment or Extension



Tip

Now, if you navigate back to the **FTA500-Application/Amendment List**, you will notice that the Private Timber Mark is displayed on this list with a status of **PI – Pending Issuance**. Take note that you can identify an amendment vs. a new application by examining the Timber Mark column. This column will show the **Certificate Number** for a new application, but it will show the actual **Timber Mark** for an amended mark.

Sample Data – Private Mark Amendment

FTA512 - Private Mark Amendment

Timber Mark:

File/Certificate: 151618

Date Request: 2005-09-13
Status of Request: PI - Pending Issuance
Requested by: IDIRWUREYNOL
Forest District #: DIC - North Island - Central Coast Forest District
Requested Area (ha):

Requested Amendment Changes:

ADD 20.0 HECTARES TO THE AREA AUTHORIZED FOR HARVEST FOR THIS PRIVATE MARK.

Sample Data – New Application vs. Amended Timber Mark

The following image shows two lines of data from the **FTA500-Application/Amendment List**.

151614	151614	2003-10-19	DIC	PI	CANADIAN FOREST PRODUCTS LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>
151618	ECGYG	2005-09-12	DIC	PI	WEYERHAEUSER CANADA LTD.	<input type="button" value="Print"/>	<input type="button" value="Details"/>

The second row of data shows an actual **Timber Mark**. This data signifies that this is an amendment rather than a new application.

Request an Extension for a Private Timber Mark

Existing Private Timber Marks can be extended. For example, perhaps the Private Timber Mark was set to expire in Jan 2006 but an additional year is required. The Private Timber Mark could be extended to Jan 2007. In this case, rather than completing an Amendment, you may simply request an Extension.



Tip

It is important to understand that an **extension** is **NOT** the same as an **amendment**. An extension can be asked for at the same time as an amendment but note that it is not a normal part of the amendment process.

An extension should be used only when you wish to extend the date of the Private Mark so that it expires on a new date.

There can **NOT** be a change in ownership or legal description for an extension. If there is a change in ownership (deceased or additional owner(s)), then an amendment must be made to the Private Mark. Any change in the legal description also must be entered as an amendment.

To request an extension, simply fax a completed application (signed by all registered owner(s)) to the Registrar of Timber Marks (the OPR). This can also be mailed if the client is not in a rush. Please note that the Registrar does **not** require a mailed copy if one has already been faxed.

In most cases, extensions are completed by the Registrar within three working days. The onus is on the District Office to check FTA to verify that the Private Mark has been extended as Headquarters will **not** notify the District Office for any extensions. After confirming the Private Mark has been extended, the District Office may print a new Private Timber Mark Certificate for the client(s).

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Private Marks Module

Wrap-Up

In this topic, you will understand:

- The learning objectives achieved;
- The data flow; and,
- Where to go for additional assistance.

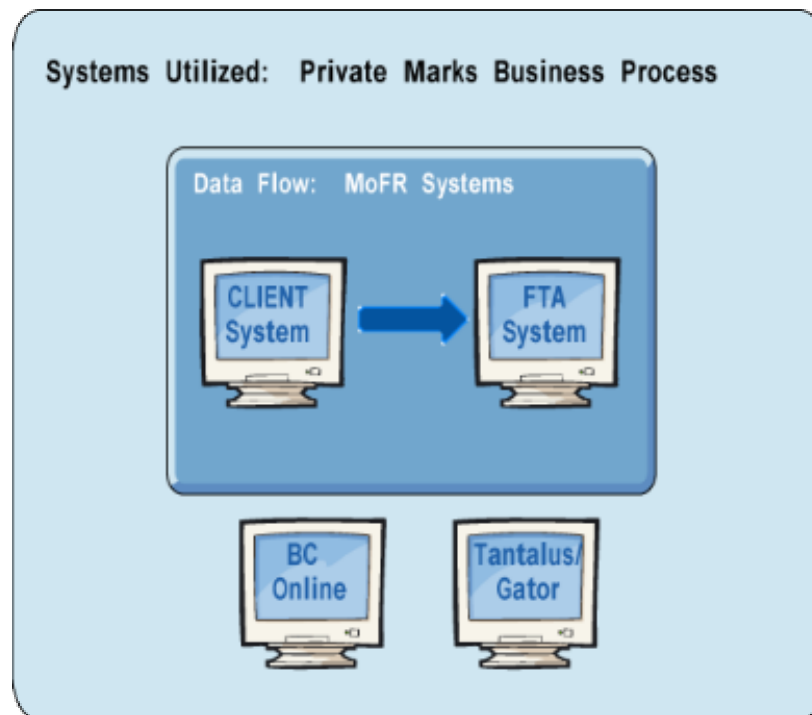
Recap Learning Objectives

You have completed the **FTA Reference Guide - Private Marks Module**. You should now have an understanding of what Private Timber Marks are and the business process used to administer these within the Ministry of Forests and Range. In addition, you should be able to complete the following tasks in FTA:

- Enter private mark applications;
- Associate clients with private mark applications;
- Examine existing private mark applications;
- Issue private marks;
- Add indexing mark land information;
- Print certificates for private marks;
- Review the status for a private mark; and,
- Request an amendment or extension to a private mark.

Recap Data Flow

It is important to remember that some of the tasks performed during the Private Timber Marks business process use computer systems outside of FTA. There is a direct link between the CLIENT System and FTA. The client must be in the CLIENT System in order to add a Timber Mark for that client in FTA. There is an indirect link to BC Online and Tantalus/Gator. Data from these systems is not directly imported into FTA, but staff processing Private Timber Marks will need to verify information using these systems.



Other Resources Available

There are additional resources available to assist you with learning how to use other features and functions of FTA. These include:

- **FTA Website** – this site includes the Participant Guides & Training Sessions for other training modules as well as an FTA Question & Answer Forum. Visit the site at <http://gwww.for.gov.bc.ca/his/fta/>
 - o Please note that this site is currently under development.
- **District Business Champion** – each district has identified key support business champions for FTA. Find out who in your district can help!
- **On-Line Help** – available by clicking the **Help** button in the upper right of each FTA page. Remember that this is context sensitive. This means you will receive a help page which corresponds to the page you are on in FTA.
 - o If you have the Table of Contents open for the On-Line Help Guide, click the book icon next to Private Marks to examine all Private Marks help pages.
- **Business Application Support Center** – available by calling 250-387-8888 or emailing: FORHISP.APPHELP@gov.bc.ca
- If you require assistance using the CLIENT System, BC Online and/or Tantalus/Gator then you should discuss this with your supervisor.
- If you are having trouble using the Learn Linc Online Classroom, please contact David He at TM NewMedia Inc.:
 - o david.he@tmnewmedia.com
 - o 250-475-0808

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Private Marks Module

Appendices

Appendix A: Sample FS 361 Form

 BRITISH COLUMBIA 		FS 361 - APPLICATION FOR PRIVATE TIMBER MARK		CERTIFICATE # 	
☒ NEW APPLICATION ☐ AMENDMENT OF TIMBER MARK CERTIFICATE ☐ RENEWAL OF TIMBER MARK					
The private land described in this application adjoins Crown land ☒ YES ☐ NO ☒ SURVEY ATTACHED					
<small>If the private property is adjacent to Crown land, you must attach a legal survey plan of your property. The Forest Practices Code of British Columbia Act states: "Before an owner or occupier of private land that is adjacent to Crown land authorizes another person to cut or remove timber from the private land, the owner or occupier must inform that other person of the boundaries of the private land." Section 97(2) of the Forest Practices Code of British Columbia Act states: "Before a person cuts or removes timber from private land adjacent to Crown land, the person must ascertain the boundaries of private land."</small>					
You must attach a copy of State of Title Certificate describing the private land that is the subject of this application.					
☒ A. OWNER(S) OF THE LAND IN FEE SIMPLE ☐ B. REGISTERED OWNER(S) OF TIMBER ☐ C. AGREEMENT TO PURCHASE (LTO)					
<small>A - All registered owners in fee simple of the land to which the timber mark application applies, must sign the timber mark application. B - All persons who are owners of the timber under a charge registered in the land title office against the private land to which the timber mark application applies, must sign the timber mark application. C - All persons who according to the records of the land title office are the beneficial owners of the private land as the holders of an agreement to purchase the private land must be listed in the application and must sign the application.</small>					
FULL LEGAL DESCRIPTION OF PROPERTY (INCLUDING LAND DISTRICT) (District Lot 1234, Cariboo Land District (Except Hwy R/W))				GEOGRAPHIC LOCATION OF PROPERTY McBride PID / LTO NO(s) 123-456-789	
				HECTARES BEING LOGGED 10	EST. NO. OF LOADS 20
				COMPANY INCORPORATION NO.	
NAME / ADDRESS / TELEPHONE / FAX		DRIVER'S LICENCE NO. / BIRTH DATE		SIGNATURES OF ALL REGISTERED OWNERS OR COMPANY OFFICER	
1 John A. MacDonald 250-387- Hwy 1, McBride, V1V 1X1 8828		DL1234568 July 1, 1967		☒ John MacDonald	
2					
3					
The timber covered under this timber mark will be scaled at the following sawmill(s) or place(s) of scale (if known):					
NAME OF SAWMILL OR SCALE SITE		NO. OF LOADS		LOCATION	
Unknown at this time					
FOR OFFICE USE ONLY					
DRAUGHTING / ZONE		CLIENT NO.		TIMBER MARK CONFIGURATION	
FOREST REGION	FOREST DISTRICT	REGION	COMPARTMENT / SUBCOMPARTMENT	CASCADES ☐ WEST COAST ☐ EAST / INTERIOR	
<small>In compliance with the Freedom of Information and Protection of Privacy Act, this data will be used for evaluating a request for private timber mark, and is collected by this Ministry for movement of timber, and law enforcement, according to Section 84 of the Forest Act. For details, contact the Registrar of Timber Marks, Resource Trends and Engineering Branch, 727 Flegard, Victoria, B.C. V8W 1R8. Telephone (250) 387-8327 or 387-8328. (Mailing address: P.O. Box 8510, Stn. Prov. Gov., Victoria, BC V8W 9C2.)</small>					
THE TIMBER MARK APPLICATION MUST BE FAXED OR MAILED TO YOUR LOCAL FOREST DISTRICT OFFICE.					

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Appendix B: Land Index Information

Land District/Island, Primary ID and Primary Detail are fields which are entered on the Mark Land Index page. These fields are derived from information found in the **BC Online System** (specifically, the **Legal Description** section of the Land Title).

Data must be entered in the proper format in these fields. It is important to remember that you must never have a space within the land index information.

Code Table

The following codes and explanations will help you with your data entry of Primary ID.

Primary ID Code	Explanation	Additional Details
B5N	No longer used	Still used for search if required (Contact the Registrar)
B6N	No longer used	Still used for search if required (Contact the Registrar)
BLK	Block	
DL	District Lot	
IR	Indian Reserve	
LFS	Loop Farm Subdivision	
LL	No longer used	Still used for search if required (Contact the Registrar)
PLN	No longer used	Still used for search if required (Contact the Registrar)
R	Range	
SAL	Salvation Army Lot	
SEC	Section	
SHL	Shawnigan Lake Suburban Lots	
TP	Township	

Additional Tips

The following tips provide useful information on how to enter various combinations of data.

Block, District Lots & Sections (only):

- Land District is entered
- Primary ID is BLK or DI or SEC
- Primary Detail is numeric/alpha

For example: Land District – Cariboo, Primary ID – DL, Primary Detail - 12345

Indian Reserves

- Contact the Registrar

Loop Farm Subdivision, Salvation Army Lot & Shawnigan Lake Suburban Lots

- Contact the Registrar – these relate to the South Island only.

Range:

- Land District is entered
- Primary ID is R – Range

For example, Primary Detail is – R.1,S.2; or R.1W,BLK.5N,S.3

Townships

- If there is a Meridian you must enter the Meridian as the Land District (W5M or W6M or W7M). If there is not a Meridian you must enter the Land District.
 - o Land District is entered - W6M
 - o Primary ID is TP - Township
 - o For example, Primary Detail is TP.1,R.2,S.3

OR

- o Land District is entered – Peace River
- o Primary ID is TP – Township
- o For example, Primary Detail is TP.5,S.6



Tip

You may search using the Township ID only as there are some that only show as Townships (i.e. Township 39W or Township 8A).

For some of the Gulf Islands you must input the Island into the Land District; then the **Primary ID** is section, the **Primary Detail** is numeric/alpha.